

CITY OF GERMANTOWN
PLANNING COMMISSION APPLICATION

(Please ☒ all that apply):

<input type="checkbox"/> Sketch Plan;	<input type="checkbox"/> Preliminary Site Plan;	<input type="checkbox"/> Final Site Plan
	<input type="checkbox"/> Preliminary Plat;	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Grading / Tree Removal;	<input type="checkbox"/> WTF (Wireless Transmission Facility)	

[] Rezoning From: _____ To: _____

[] Other: _____

[] Submittal Date: _____

PROJECT INFORMATION

Name: _____

Address: _____

Project Location Description: _____

No. of Acres: _____

PLEASE ATTACH A LETTER EXPLAINING THE PROJECT, IN DETAIL, AND LISTING ALL VARIANCES FROM THE SUBDIVISION AND ZONING REGULATIONS.

OWNER/DEVELOPER INFORMATION

Name: _____ Address: _____

Phone No.: _____ Fax No.: _____

Email Address: _____

AGENT/REPRESENTATIVE INFORMATION

Name: _____ Title: _____

Company Name: _____ Address: _____

Phone No.: _____ Fax No.: _____

Email Address: _____

Who will represent this proposal at the Planning Commission meeting? _____

ENGINEER/SURVEYOR INFORMATION

Engineer Name: _____ Address: _____

Phone No. _____ Fax No.: _____

Email Address: _____

Surveyor Name: _____ Address: _____

Phone No.: _____ Fax No.: _____

Email Address:

The following materials shall be submitted with ALL Planning Commission Applications:

1. Completed application form and completed Planning Commission Checklist with associated materials
2. Completed disclosure form, which makes up the last two pages of this application
3. **20 sets of full-sized drawings** (including, but not limited to, site plan, grading & drainage, erosion control, utilities, tree removal); **1 set of plans on 8 ½" X 11" paper.**
 - **ALL PLANS MUST BE STAMPED AND SEALED BY THE APPROPRIATE PROFESSIONAL**
 - **All plans must be folded to fit a legal size folder**
 - Drawings must be scaled and all drawings shall be at the same scale, if possible
 - Dimensions must be marked
4. A written description of the project, including a list of all requested variances from the Subdivision and Zoning Regulations.
5. Disk or CD of all plans in .jpg format (or other format, as approved by the City).
6. A vicinity map showing all properties, and names of their owners, within 300 feet.
For rezoning requests, the vicinity map must show all properties, and names of their owners, within 500 feet.
7. A complete list of names and addresses on gummed labels, including zip code numbers, of all property owners within 300 feet of the exterior boundaries of the subject property.
For a rezoning request, the list must be of all property owners that are within 500 feet of the exterior boundaries of the subject property.
8. Provide the appropriate fee amount per the table below. **ALL FEES ARE NON-REFUNDABLE**

Request	Fee
Preliminary Site Plan	\$300.00
Final Site Plan	\$300.00
Preliminary Subdivision Plat	\$300.00 base + \$20.00 per lot
Final Subdivision Plat	\$300.00 base + \$20.00 per lot
Wireless Transmission Facility	\$500.00
Planned Unit Development (P.U.D.)	
Preliminary Plat	\$400.00 base + \$20.00 per lot
Final Plat	\$400.00 base + \$20.00 per lot
Grading / Tree Removal	\$400.00 base + \$20.00 per acre
Miscellaneous	\$300.00

REZONING – From Commercial or Office to Commercial, Office or Residential and From Residential to Residential or Office

Property Size	Fee
0 - 2 Acres	\$600.00
2.1 - 5.0 Acres	\$900.00
5.1 - 10.0 Acres	\$1,200.00
10.1 - 20.0 Acres	\$1,550.00
20.1 - + Acres	\$1,800.00

REZONING – From Residential to Commercial

Property Size	Fee
0 - 2 Acres	\$1,200.00
2.1 - 5.0 Acres	\$1,800.00
5.1 - 10.0 Acres	\$2,400.00
10.1 - 20.0 Acres	\$3,000.00
20.1 - + Acres	\$3,600.00

DISCLOSURE OF OWNERSHIP INTERESTS

In order to assist staff and appointed and elected officials of the City of Germantown in complying with Ordinances of the City relating to conflicts of interest, the following information is required to be furnished:

1. For Profit Entities. If the applicant submitting this Application ("Applicant") is a for-profit entity, i.e. general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Applicant must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Applicant. (If another business entity owns 10% or more of the ownership interests in the Applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant: _____

Persons or Entities Owning 10% or More of the Ownership Interests of the Applicant:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____

2. For Profit Entities: If the owner and any lessee of the land which is the subject of this Application ("Owner and Lessee") is a for-profit entity, i.e. general partnership, limited partnership, corporation, limited liability company, R.E.L.T., a trust, or any other form of for-profit business entity, the authorized representative of the Owner and Lessee must list below the respective names and business or home addresses of all persons or entities which own 10% or more of the ownership interests in the Owner and Lessee. (If another business entity owns 10% or more of the ownership interests in the Owner and Lessee, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and business or home address.) (If a trust owns a 10% or more interest in the Owner and Lessee, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Owner and Lessee: _____

Persons or Entities Owning 10% or More of the Ownership Interests of the Owner and Lessee:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____

3. Not for Profit Entities. If the applicant submitting the Application ("Applicant") is a not for profit entity, the authorized representative of the Applicant must list below the name and business or home address of the President (or equivalent chief executive officer) and the members of its board of directors:

Applicant: _____

President or Equivalent
Chief Executive Officer: _____

Members of the Board of Directors of the Applicant:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____

4. Not for Profit Entities. If the owner and any lessee of the land which is the subject of this Application ("Owner and Lessee") is a not for profit entity, the authorized representative of the Owner and Lessee must list below the name and business or home address of the President (or equivalent chief executive office) and the members of its board of directors:

Owner and Lessee: _____

President or Equivalent
Chief Executive Officer: _____

Members of the Board of Directors of the Owner and Lessee:

Name	Business <u>or</u> Home Address
_____	_____
_____	_____
_____	_____
_____	_____